



**District of Columbia
Department of
Housing and
Community
Development**

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REQUEST FOR APPLICATIONS

Neighborhood Based Activities

Community Development Block Grant (CDBG)

Issue Date: April 28, 2006

Closing Date: June 15, 2006



*The District Department of Housing and Community Development
pledges to foster the letter and spirit of the law for achieving equal
housing opportunity in the District of Columbia.*

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE
REVIEW PANEL**



NOTICE

PRE-APPLICATION CONFERENCE



Neighborhood Based Activities

Community Development Block Grant Funding

Attendance Recommended

WHEN: May 19, 2006

WHERE: Department of Housing and Community Development

801 North Capitol Street, NE

9th Floor Conference Room

Washington, DC 20002

TIME: 10:00 AM

CONTACT PERSON:

Lamont Lee, Community Services Manager

Department of Housing and Community Development

Residential and Community Services Division

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Checklist for Applications

Neighborhood Based Activities

Verify that the application form and attachments conform to all instructions.

DHCD will not forward unresponsive applications to the review panel.

- ✍ The application is printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type.
- ✍ Word limits are observed.
- ✍ The application is unbound (other than binder clips per the instructions).
- ✍ The application form has three holes punched on the top (long) margin.
- ✍ The attachments package has three holes punched in the left margins.
- ✍ There are eight (8) copies of the application (following the same format as above), plus the original.
- ✍ The electronic version of the application is submitted on a diskette or via email.
- ✍ Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- ✍ The application includes only the requested attachments (listed below):
 - Articles of Incorporation and Bylaws
 - Organizational chart
 - Board resumes
 - Staff resumes
 - Assurances (See RFA Attachment A)
 - Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
 - Two Original Receipts (see RFA Attachment C)
 - Equal Opportunity Certification Form (see RFA Attachment D)
 - Section 504 Certification Form (see RFA Attachment E)
 - Affirmative Marketing Plan (see RFA Attachment F)
 - Tax-exempt status determination letter
 - Certificate of Good Standing from DCRA



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APPLICATION FORM (Part 1 and Part 2)



ATTACHMENTS

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Attachment C	Original Receipt
Attachment D	Equal Opportunity Certification
Attachment E	Section 504 Certification Form
Attachment F	Affirmative Marketing Plan

Maps and Other

Attachment G	HUD Action Plan Target Areas
Attachment H	Commercial Corridor and Storefront Improvement
Attachment I	Northwest One (New Community)
Attachment J	Crime Prevention 'Hot Spots'*
Attachment K	Census 2000- Based Low and Moderate Income Areas
Attachment L	Housing Counseling Service Areas
Attachment M	Project Based Section 8 Buildings Expiring before 12/31/07

*Not available on DHCD website

**District of Columbia
Department of Housing and Community Development
Residential and Community Services Division
Request for Applications (RFA)**

SECTION 1: GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs, projects, and activities that support and preserve affordable housing and promote neighborhood revitalization for the benefit of low and moderate-income households.

As part of this effort, DHCD works in partnership with non-profit organizations to revitalize the neighborhoods they serve. Funds are available to provide non-profit organizations with support for the delivery of Neighborhood Based Activities. Funded activities will target revitalization efforts in neighborhoods that have experienced commercial and economic decline, and where there is a need to support and preserve affordable housing. DHCD will utilize CDBG funds for this purpose.

The Department intends to select several organizations demonstrating in their applications that they can produce clear positive outcomes for the neighborhoods they serve and for the project areas defined by the Department. An applicant should use this application process to evidence its ability to produce positive outcomes by demonstrating that it has high project management and administrative capacity and a proven track record of delivering products and services similar to or related to those defined in the application.

Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications for grant funds that will be used by non-profit organizations to conduct the following Neighborhood Based Activities in designated neighborhoods or project sites in the District:

1. **Housing Counseling**
2. **Support for Tenants subject to Expiring Subsidies**
3. **Crime Prevention Initiatives**
4. **Façade Storefront Improvement**
5. **Commercial Corridor and Small Business Technical Assistance**

DHCD intends to identify, select, and fund several non-profit organizations that demonstrate organizational competence, performance capacity, and responsiveness to local needs and market demand appropriate to meeting the obligations of any approved grant funded activity. Applications may be submitted for funding to conduct one, or more, of the above listed Neighborhood Based Activities. The Department will make a separate award and execute a separate agreement for each awarded activity per organization.

Award Period

Activities should be ready to start no later than October 1, 2006, and be completed by September 30, 2007. Activity work plans and budgets will be approved for one fiscal year, with an option to extend the agreement for up to two additional one-year periods. The Department intends to obligate all funds necessary for the award period from FY 2007 funds.

Award and Amounts

DHCD plans to make available through this RFA approximately \$7 million to be used expressly to conduct the indicated Neighborhood Based Activities.

HUD Action Plan Target Areas

Each year DHCD submits an Action Plan to HUD to continue to be eligible to receive the HUD entitlement grant funds. The Action Plan also is a statement of the strategic activities which DHCD, as the District designated program administrator, intends to undertake during the fiscal year that the Plan covers. Preference will be granted to activities that are proposed to occur in these Target Areas (see [Attachment G](#) for map of HUD Action Target Areas.)

LeDroit/ Howard University

Columbia Heights

Ivy City/Trinidad

H Street, NE

Congress Heights

Pennsylvania Avenue/Fairlawn

Near Southeast/ Navy Yard

Bellevue

Anacostia Main Streets (Good Hope Road and Martin Luther King, Jr. Avenue, SE)

Minnesota Avenue/ Benning Road

Shaw

Georgia Avenue

SECTION 2: PROGRAM REQUIREMENTS & PRIORITIES

Threshold Activity Requirements (required of any proposed program of activities for an application to be considered for selection)

In addition to demonstrating the ability to meet programmatic requirements described above, any activity receiving funding under this RFA must meet the following threshold requirements for the activities proposed in response to this RFA:

- ? All CDBG funded activities must comply with all applicable Federal and District laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

- (1) D.C. Law 3-76: *District of Columbia Architectural Barriers Act of 1980, Sec 1500.1 et seq.* states in part, "... all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."

- (2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 *et seq.*) is an Act to insure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

- (3) Title III, American With Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities. The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the agreement.

- ? Any activity receiving funding under this RFA must comply with all applicable Federal and District laws and regulations concerning lead-based paint remediation as applicable to property acquired with program assistance, including the relevant federal and local regulations at: 24 CFR Part 35 et. seq.; and DCMR Title 20, Chapter 8, Sec. 806 (1998).

- ? Applicants and potential applicants are notified that all submissions related to this Request for Applications process are subject to the requirements of the District of Columbia Freedom of Information Act of 1976 (DCFOIA); Pub. L. 614, D.C. Code 2-531 *et seq* after the date of award.

ACTIVITY 1. Housing Counseling Services Program

Comprehensive Housing Counseling Services involves providing a range of counseling and support assistance to District residents and potential residents to achieve or maintain safe, decent, affordable housing, including homeownership. The services may include but are not limited to: application intake for the Home Purchase Assistance Program and Single Family Residential Rehabilitation Program, and the provision of several other types of individualized counseling for residents with housing issues. Individualized counseling services offered may include but are not limited to: eviction counseling, mortgage default counseling, credit counseling, home/budget management, relocation counseling, renter counseling, homebuyer's counseling, and homebuyers clubs. Grantees may also provide a range of housing seminars and workshops in the community for the benefit of residents. DHCD is also interested in supporting organizations which provide counseling for Section 8 voucher holders approved by the DC Housing Authority for the Housing Choice Voucher Assistance Program.

The process of individual counseling for each client may include, but is not limited to:

- ? Initial applicant screening and interview
- ? Providing application assistance
- ? Program referrals
- ? Counseling plan development
- ? Program participant follow-up

Comprehensive housing counseling service providers are expected to conduct significant outreach and education in the community for affordable housing, including homeownership, for low- and moderate-income persons, in their respective service areas (including information about non-governmental housing programs). As a part of this effort, service providers shall maintain ongoing working relationships with service area Advisory Neighborhood Commissioners, residents, businesses, schools, libraries, and other neighborhood organizations and institutions pursuant to public hearings involving DHCD's annual planning and budget process. In addition, each tenant/housing counseling service provider shall develop and conduct a Housing Survey for its service area in order to provide information to DHCD concerning specific housing needs.

CDBG Eligibility

Comprehensive Housing Counseling Services will be conducted through grant agreements using CDBG funds. Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities included under Neighborhood-Based Activities must be at least 51% low- and moderate- income persons or households. For comprehensive housing counseling services, this objective is achieved through "limited clientele benefit" (that is, by verifying the incomes of each beneficiary of the services provided). The applicant must demonstrate that it has the capacity and the intention to verify the household incomes of beneficiaries in such a way that it can meet the national objective of providing benefit to 51% low- and moderate-income persons.

A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents is provided as [Attachment K](#) to this RFA. For this Neighborhood Based Activity, this map is provided for informational purposes only; it should give potential applicants an idea of the geographic concentrations of low- and moderate-income residents in the District.

In addition to low-moderate income census tracts, federally designated Neighborhood Revitalization Strategy Areas (NRSAs) are eligible for CDBG funds regardless of the 51% rule. HUD has previously approved DHCD's request for two NRSAs to address economic development needs of Georgia Avenue and Carver Terrace/Langston Terrace/Ivy City/Trinidad.

Service Areas/ Target Populations

DHCD intends to provide comprehensive housing counseling services in designated service areas of the District as shown on the service area map in the attachment section of this RFA. (See [Attachment L](#)) Applicants should seek funding in one or more designated service area as indicated in the service area map for this activity. DHCD is prepared to fund more than one applicant in a particular service area if it is in the best interest of the District, and is justified by the responsiveness of the application.

The Department will also consider funding applications for housing counseling services either for: (1) service areas that vary from the proposed service area map; or for (2) targeted populations that need special attention. The Department will give due consideration to applications to provide housing counseling services in service areas that are smaller, more specific, or otherwise beyond those outlined on the service area map, or for specific populations. Such an application should demonstrate a specific unmet need for those services, and should demonstrate a special capacity to address that need through the resources of the applicant.

A street description of each service area indicated on the service area map is as follows:

Far Southeast

From the southern tip of the District of Columbia along the Potomac River and Anacostia River to Malcolm X Avenue, S.E.; along Malcolm X Avenue, S.E. to 8th Street, S.E.; along 8th Street, S.E. to Alabama Avenue, S.E.; from Alabama Avenue, S.E. to Suitland Parkway; from Suitland Parkway to Southern Avenue, and back down to the southern tip of the District.

Near Southeast

From Malcolm X Avenue, S.E. and the Anacostia River along Malcolm X Avenue, S.E. to 8th Street, S.E. to Suitland Parkway; From Suitland Parkway to Southern Avenue; North along Southern Avenue, S.E. to Massachusetts Avenue, S.E.; along Massachusetts Avenue, S.E. to the Anacostia River; and South along the Anacostia River to Malcolm X Avenue, S.E.

Far Northeast

From Massachusetts Avenue, S.E. to Southern Avenue; From Southern Avenue to Eastern Avenue; north along Eastern Avenue to the Anacostia River; south along the Anacostia River to Massachusetts Avenue, S.E.

Near Northeast/Southeast

From the Anacostia River and the eastern border of the District south along the Anacostia River to the Potomac River north from 14th Street, S.W. to Independence Avenue, S.W. over to Canal Street following the west border of census tract numbers 65.1, 66, 82, and 83.1 around Columbus Circle into North Capitol Street to New York Avenue continuing north following the B & O Railroad and west on Eastern Avenue, then south to the Anacostia River.

Central City

From New York Avenue at North Capitol Street along New York Avenue, N.E. to 18th Street, N.E.; along 18th Street, N.E. to Otis Street, N.E.; West along Otis Street, N.E. to Michigan Avenue, N. E. to Park Place, N.W.; north on Park Place, N.W. to Rock Creek Church Road, N.W.; northeast along Rock Creek Church Road, N.W. to Varnum Street, N.W.; west on Varnum Street, N.W. to 5th Street, N.W.; north along 5th Street, N.W. to the District line at Eastern Avenue; northwest on Eastern Avenue to Western Avenue to Rock Creek; South along Rock Creek to Connecticut Avenue, N.W.; southeast along Connecticut Avenue, N.W. to Pennsylvania Avenue, N.W.; southeast along Pennsylvania Avenue, N.W. to Constitution Avenue, N.W. to Louisiana Avenue, N.W. to North Capitol Street, and north back up along North Capitol Street to New York Avenue

Latino Community-City-Wide

The area to be served is citywide, with a focus on providing services to Hispanic/Latino residents throughout the City.

In addition to the HUD Action Plan target areas outlined in Section 1, the Department is working in conjunction with the initiatives of New Communities, administered from the Office of the Deputy Mayor for Planning and Economic Development. The Department will look favorably on proposals that demonstrate synergy with initiatives and resources from the New Communities initiatives. Similarly, the Department will work closely with the Office of the Deputy Mayor to ensure that proposals for funding under this project area are not duplicative with initiatives already funded under the New Communities initiatives. The first designated New Community in the District is Northwest One. (See map in [Attachment I](#)) The communities of Barry Farms, Lincoln Heights, Park Morton will be designated as the next New Communities in the District although specific boundary maps of these communities are not yet available. Other New Communities will be designated in the near future. More information on New Communities can be found by accessing the following website: www.dcbiz.dc.gov

ACTIVITY 2. Support for Tenants subject to Expiring Subsidies

Funding is available for activities and services designed to mitigate the effects of expiring federal rent subsidies in privately owned properties. Providers must demonstrate the ability to bring a range of resources to prevent involuntary displacement for existing tenants and to provide opportunities for continued affordable housing.

DHCD's existing Tenant Purchase Technical Assistance Program provides counseling and technical assistance to tenant groups in rental properties for which the owners have declared their intent to sell the property, resulting in the "first right of purchase" to the tenants in place. Alternatively, the intent of this activity is to provide expanded technical assistance to tenants and tenant organizations anticipating the date at which project based subsidy contracts are scheduled to expire. The Department will provide support for organizations to conduct this activity in properties commencing as early as the date one year previous to the date upon which owners are required to notify tenants of the possibility of discontinuance of rent subsidies. The Department will also consider proposals from organizations which have identified multi-family rental properties which are generally at risk of displacement of affordable housing. This activity is not intended to support specific litigation in landlord-tenant issues. DHCD will not support organizations to conduct this activity for properties that the organization owns or that the organization has an ownership interest in. In the event of a development or purchase opportunity for the tenants, the role of the assisting organization would be to ensure that all options are open to tenants who are subject to potential displacement.

Activities and services may include, but would not be limited to:

- ? Outreach to tenant groups upon notice of one-year potential for subsidy expiration
- ? Tenant organizing and advocacy
- ? Representation of tenant positions in negotiations between owners and HUD relative to renewal of subsidy contracts
- ? Legal counsel for tenant organizations
- ? Other strategies for preservation of affordable housing opportunities for existing tenants.

A list of multi-family properties which the Department considers to be at particular risk for displacement of its tenants can be found as [Attachment M](#) of this Request for Applications. The Department is particularly interested in ensuring that each of these properties is assigned a grantee organization for the conduct of this activity.

CDBG Eligibility

This Neighborhood Based Activity will be conducted through grant agreements using CDBG funds. Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities included under Neighborhood-Based Activities must be at least 51% low- and moderate- income persons or households. For this activity, the national objective is achieved through "limited clientele benefit" (that is, by verifying the incomes of each beneficiary of the services provided). The applicant must demonstrate that it has the capacity and the intention to verify the household incomes of beneficiaries in such a way that it can meet the national objective of providing benefit to 51% low- and moderate-income persons.

A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents is provided as [Attachment K](#) to this RFA. For this Neighborhood Based Activity, this map

is provided for informational purposes only; it should give potential applicants an idea of the geographic concentrations of low- and moderate-income residents in the District. Agreements will typically indicate addresses of multi-family housing properties which are approved by the Department to be worked on under this agreement. Applicants for funding under this activity should specifically identify those addresses in the application form.

In addition to low-moderate income census tracts, federally designated Neighborhood Revitalization Strategy Areas (NRSAs) are eligible for CDBG funds regardless of the 51% rule. HUD has previously approved DHCD's request for two NRSAs to address economic development needs of Georgia Avenue and Carver Terrace/Langston Terrace/Ivy City/Trinidad.

ACTIVITY 3. Crime Prevention Initiative Requirements

For Crime Prevention Initiatives, the Department is interested in applications that demonstrate targeted Crime Prevention Initiatives, which increase the overall safety of residents and businesses located in or near any of the Hot Spot areas designated as high crime areas by the Metropolitan Police Department. The precise street maps for those Hot Spot communities are provided in [Attachment J](#). While the Department of Housing and Community Development places high priority on funding applications whose activities are geographically confined to the Hot Spot areas, DHCD will accept applications for CDBG-eligible Crime Prevention Initiatives outside of the Hot Spot areas.

DHCD seeks well-planned, efficient, high-impact initiatives that will enhance existing crime reduction efforts in the Hot Spot locations. Examples of eligible activities are: (1) specialized community policing training for residents and businesses in Hot Spot areas, (2) formation of positive teen advisory groups from Hot Spot areas for sponsorship and conduct of a youth-based festival or other event, and (3) cultural arts training for youth in Hot Spot areas. Funding for this activity will be coordinated with the Neighborhood Services Program, the ward-specific Neighborhood Services Coordinators (NSCs), and the Metropolitan Police Department. Applicants may wish to consult with NSCs on identified needs in the various Hot Spot locations.

Crime Prevention efforts by District government agencies serve as a precursor to the New Communities Initiatives in Hot Spot Areas. With crime and violence reduced, targeted Hot Spot Areas are in a stronger position to maintain the gains that have been made, and be transformed in to New Communities. In seeking proposals for this project area, the Department is working in conjunction with the initiatives of New Communities, administered from the Office of the Deputy Mayor for Planning and Economic Development. The Department will look favorably on proposals that demonstrate synergy with initiatives and resources from the New Communities initiatives. Similarly, the Department will work closely with the Office of the Deputy Mayor to ensure that proposals for funding under this project area are not duplicative with initiatives already funded under those initiatives.

The first designated New Community in the District is Northwest One. (See map in [Attachment I](#)) The communities of Barry Farms, Lincoln Heights, and Park Morton will be designated as the next New Communities in the District although specific boundary maps of these communities are not yet available. Other New Communities will be designated in the near future.

More information on New Communities can be found by accessing the following website: www.dcbiz.dc.gov.

Grantees for the Crime Prevention Initiative are expected to conduct significant outreach and education in their approved Hot Spot areas regarding their activity and regarding crime prevention in general (including providing information about non-governmental crime prevention efforts). As a part of this effort, grantees shall maintain ongoing working relationships with service area Advisory Neighborhood Commissioners, residents, businesses, schools, libraries, and other neighborhood organizations and institutions pursuant to public hearings involving DHCD's annual planning and budget process.

Any applicant, which is already funded by the Department for this Neighborhood Based Activity during FY 2007, may submit an application to conduct a new Crime Prevention Initiative activity, but only for a distinctly separate project. The applicant should provide detailed justification for a separate grant for any new Crime Prevention Initiative activity.

CDBG Eligibility

Crime Prevention Initiatives will be conducted through grant agreements using CDBG funds. Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities included under Neighborhood-Based Activities must be at least 51% low- and moderate- income persons or households. For Crime Prevention Initiatives, this objective is achieved through "limited clientele benefit" (that is, by verifying the incomes of each beneficiary of the services provided). The applicant must demonstrate that it has the capacity and the intention to verify the household incomes of beneficiaries in such a way that it can meet the national objective of providing benefit to 51% low- and moderate-income persons.

A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents, thus designating the geographic areas readily qualifying as CDBG-eligible under the area-wide benefit designation described above, can be found as [Attachment K](#) to this RFA. This map is provided to give potential applicants an idea of the geographic concentrations of low- and moderate-income residents in the District, particularly for purposes of identifying eligible low- and moderate-income areas which are located outside of the designated Hot Spot areas.

Area-wide benefit need not be confined to the specific census tracts indicated on this map. The federal requirement is that the households of the entire service area for any CD-eligible activity classified as low/moderate income by way of area-wide benefit must be at least 51% low-moderate-income. If the service area for a proposed activity extends beyond the CD-eligible census tracts, then the provider of that activity must demonstrate through survey data that that service area is at least 51% low/moderate-income.

ACTIVITY 4. Storefront Development

Storefront development enhances the image and overall economic viability of neighborhood business districts by improving the function and appearance of individual building facades; and by spurring new private investment in commercial properties in the same location and adjacent commercial districts. Proposed projects must lead to readily observable results that positively affect the community.

Funding is available for the management of construction grants to small business or property owners for the enhancement of up to 25 retail or other commercial building facades in a specified target area.

Storefront development projects require an intensive effort involving multiple skills and areas of expertise including, business/property owner recruitment; design development; pre-construction and construction management.

In seeking proposals for this project area, the Department is working in conjunction with the Great Streets initiative, administered from the Office of the Deputy Mayor for Planning and Economic Development. The Department will look favorably on proposals that demonstrate synergy with initiatives and resources from the Great Streets initiative. Similarly, the Department will work closely with the Office of the Deputy Mayor to ensure that proposals for funding under this project area are not duplicative with initiatives already funded under the Great Street initiative. Commercial Corridors in the District which have officially been identified as part of the Great Streets initiative are as follows:

7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)
H Street, NE (North Capitol Street to 17th Street, NE)
Benning Road, NE (Bladensburg Road to Southern Avenue)
Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)
Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)
Minnesota Avenue NE (Good Hope Road to Sheriff Road)
Nannie Helen Burroughs Avenue, NE (Minnesota Avenue to Eastern Avenue)

See also [Attachment H](#).

More information on Great Streets can be found by accessing the following website:
www.dcbiz.dc.gov.

The Department will also look favorably on proposals to conduct façade storefront improvement in along the following commercial corridors:

North Capitol Street: K Street to Florida Avenue
9th Street, NW: 1000-1400 blocks and 1900 block
O Street, NW: 700-800 blocks

In addition to the aforementioned commercial corridors, the Department is seeking proposals that aim to improve the appearance and safety of small corner stores located in the interior of a neighborhood. Proposed project areas must: 1) include buildings facing at least two intersecting streets; 2) include buildings with commercial uses on the ground floor; and 3) not be part of a larger commercial corridor. Successful proposals will focus on exterior improvements that will create a

noticeable visual impact and will include letters of commitment from all commercial tenants and/or owners of buildings located at a specific intersection.

Any applicant, which is already funded by the Department for this Neighborhood Based Activity during FY 2007, may submit an application to conduct a new Storefront Improvement project, but only for a distinctly separate project. The applicant should provide detailed justification for a separate grant for any new Storefront Improvement project activity.

CDBG Eligibility

Storefront Improvement projects will be conducted with agreements using CDBG funds. Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities included under Neighborhood Based Activities must be at least 51% low and moderate income persons or households through an activity of area-wide benefit (all residents of the service area.)

A map illustrating District of Columbia census tracts with 51% or more low - to moderate-income residents, ([Attachment K](#)) thus designating the geographic areas readily qualifying as CDBG eligible under the area-wide benefit designation provided above, can be found in the attachment section of this RFA.

Area-wide benefit need not be confined to the specific census tracts indicated on this map. The federal requirement is that the households of the entire service area for any CD-eligible activity classified as low/moderate income by way of area benefit must be at least 51% low -moderate income. If the service area for a proposed activity extends beyond the CD-eligible census tracts, then the provider of that activity must demonstrate through survey data that that service area is at least 51% low/moderate income.

Neighborhood Revitalization Strategy Areas (NRSA)

In addition to low-moderate income census tracts, federally designated Neighborhood Revitalization Strategy Areas (NRSAs) are eligible for CDBG funds regardless of the 51% rule. HUD has previously approved DHCD's request for two NRSA's to address economic development needs: Georgia Avenue and Carver Terrace/Langston Terrace/Ivy City/Trinidad.

ACTIVITY 5. Commercial Corridor and Small Business Development

Commercial Corridor and Small Business Development activities should focus on the development of new commercial establishments and strengthening existing businesses along emerging commercial corridors. Activities should address specific neighborhood issues and must lead to tangible results that positively affect the community.

Activities that may be considered for funding include, but are not limited to:

- ? Recruitment of new businesses to serve community retail and service needs
- ? Development of business plans and financial security for existing businesses
- ? Comprehensive and coordinated marketing, promotion, and merchandising strategies
- ? Provision of technical assistance to small businesses in target areas leading to expansion and job creation.

In addition to the HUD Action Plan target areas outlined in Section 1, the Department is working in conjunction with the initiatives of Great Streets, administered from the Office of the Deputy Mayor for Planning and Economic Development. The Department will look favorably on proposals that demonstrate synergy with initiatives and resources from the Great Streets initiatives. Similarly, the Department will work closely with the Office of the Deputy Mayor to ensure that proposals for funding under this project area are not duplicative with initiatives already funded under those initiatives. Commercial Corridors in the District which have officially been identified as part of the Great Streets initiative are as follows:

7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)

H Street, NE (North Capitol Street to 17th Street, NE)

Benning Road, NE (Bladensburg Road to Southern Avenue)

Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)

Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)

Minnesota Avenue NE (Good Hope Road to Sheriff Road)

Nannie Helen Burroughs Avenue, NE (Minnesota Avenue to Eastern Avenue)

See also [Attachment H](#).

More information on Great Streets can be found by accessing the following website:

www.dcbiz.dc.gov

CDBG Eligibility

Commercial Corridor and Small Business Development will be conducted with agreements using CDBG funds. Federal regulations have established national objectives that require that the beneficiaries of all CDBG- funded activities included under Neighborhood Based Activities must be at least 51% low and moderate income persons or households through an activity of area-wide benefit (all residents of the service area.)

A map illustrating District of Columbia census tracts with 51% or more low - to moderate-income residents, ([Attachment K](#)) thus designating the geographic areas readily qualifying as CDBG eligible under the area-wide benefit designation provided above, can be found in the attachment section of this RFA.

Area-wide benefit need not be confined to the specific census tracts indicated on this map. The federal requirement is that the households of the entire service area for any CD-eligible activity classified as low/moderate income by way of area benefit must be at least 51% low -moderate income. If the service area for a proposed activity extends beyond the CD-eligible census tracts, then the provider of that activity must demonstrate through survey data that that service area is at least 51% low/moderate income.

Neighborhood Revitalization Strategy Areas (NRSA)

In addition to low-moderate income census tracts, federally designated Neighborhood Revitalization Strategy Areas (NRSAs) are eligible for CDBG funds regardless of the 51% rule. HUD has previously approved DHCD's request for two NRSA's to address economic development needs: Georgia Avenue and Carver Terrace/Langston Terrace/Ivy City/Trinidad.

SECTION 3: APPLICANT QUALIFICATIONS

Eligible Organizations

Applications are requested from qualified non-profit organizations that have a significant history of serving the residents of the District of Columbia through the activities outlined in this document. (See Section 2: Program Requirements and Priorities) DHCD encourages responses from applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's communities.

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective change agent in the targeted neighborhoods for which it is proposing activities. The applicant's overall administrative capacity as it relates to all requirements of activity management will be closely examined. Applicants will be evaluated on the basis of financial management capability, staff qualifications, administrative capability, credit-worthiness, and demonstrated understanding of all issues involved in performing all activities required under CDBG fund administration.

Governing Body Membership

The successful applicant will demonstrate that its board or other governing body:

- ? is broadly representative of the neighborhood being served, including low- and moderate-income residents of the District;
- ? possesses skills and/or experience related to affordable housing, community development, and/or neighborhood revitalization; and
- ? possesses the legal, business administration, and management skills required to oversee a significant Neighborhood Based Activity in partnership with the District government.

The Department generally prefers that the majority of the applicant organization's governing body membership (at least 51%) be from among the following categories: (1) low- and moderate-income residents of the District; (2) owners or senior officers of private establishments and other institutions located in and serving the District of Columbia's low-/moderate-income households; and/or (3) representatives of District neighborhood organizations with a proven track record of serving low- and moderate-income residents.

Experience-based Evidence of Performance

Applicants must demonstrate an understanding of the complex social and economic factors affecting the communities in which they have heretofore been active, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change. Proposed activities should result in measurable, quantifiable outcomes for the residents of the targeted neighborhood, as noted above in Section 2: Program Requirements and Priorities. Successful applicants must be able to track and provide detailed client portfolio data, including demographics as well as performance outcomes.

Partnerships

Successful applicants have the capacity to leverage resources from financial and other private and public entities. Therefore, demonstrated working relationships with banks and other lenders, law firms, accounting firms, technical assistance providers, federal government agencies, foundations, other non-profits, etc. are an essential qualification for grant recipients.

Threshold Applicant Requirements (required of any applicant for the application to be considered for selection)

In addition to demonstrating capacity to carry out activities, an applicant must meet the following eligibility requirements for its organization:

- ? The applicant must be a non-profit/tax-exempt corporation designated by the Internal Revenue Service.
- ? The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA).
- ? The applicant must be in Good Standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C., Federal and local taxes, and outstanding loans).
- ? The applicant must have written Conflict of Interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include the retention of Conflict of Interest declarations executed by each employee and board member.
- ? *Nondiscrimination in the Delivery of Services.* The applicant must comply with federal and local laws which prohibit discrimination in the delivery of program and services, including, but not limited to, the following laws and regulations:
 - 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
 - 2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)– No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
 - 3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07)– Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
 - 4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance...".
 - 5) All federal and local laws and regulations which offer consumer protections from prohibited lending practices; also, the District of Columbia's Lending Revisions Act of 2002 (14-354) and mortgage foreclosure procedures enacted in the "Mortgage Foreclosure Procedures Reform Act of 2003."

SECTION 4: SELECTION PROCESS

Selection Criteria, Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
Staff— ? the application describes organizational staff possessing skills and experience appropriate to the organization's mission and activities.	15
Board— The successful applicant will demonstrate that its board :	5
? is broadly representative of the neighborhood being served , including low- and moderate-income residents of the District;	5
? possesses skills and/or experience related to affordable housing, community development, and/or neighborhood revitalization; and	10
? possesses the legal, business administration, and management skills required to oversee a significant Neighborhood Based Activity in partnership with the District government.	
Management— ? the application evidences the financial stability of the organization ;	10
? the application describes organizational systems currently in place to manage finances, information, and administrative functions; and	10
? the application demonstrates the organization's ability to assemble the monetary resources necessary to undertake complex community development activities .	10
Experience— ? the application evidences the organization's experience in successfully implementing outcome-based community development activities;	10
? the application demonstrates the organization's ability to evaluate activity outcomes;	5
? the application demonstrates the organization's ability to manage and evaluate activity progress; and	10
? the application demonstrates the organization's ability to identify and resolve organizational challenges .	10
Total	100

Selection Criteria, Part 2. Proposed Activities and Outcomes for Neighborhood Based Activities -- 100 points

Criterion	Points Available
? the application presents data and cogent analysis which demonstrates clear understanding of the organization's service area	10
? the application demonstrates clear evidence of a an unmet need in the identified target area, commercial corridor, project site, Crime Hot Spot, New Community, etc., which will be addressed by the proposed activity	20
? the application describes a reasonable and well-developed proposal for the implementation of each Neighborhood Based Activity proposed that fits into an overall strategy of increasing affordable housing, community development and/or neighborhood revitalization	25
? the application describes the organization's experience in successfully implementing activities similar to those proposed	15
? the application identifies proposed outcomes for each proposed activity and the total budget necessary to achieve those outcomes	20
? the application describes how the organization leverages resources to support and enhance outcomes	10
Total	100

Review Panel

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in the community, in public service, in housing, and in neighborhood revitalization.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores for Parts 1 and 2 of the application. The Department and Review Panel will determine together minimum thresholds for each activity for each of Part 1 and Part 2 which must be met in order for an applicant to be awarded funding. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the District of Columbia DHCD.

After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award funds to each designated subrecipient. Disbursements of awards are contingent on DHCD's receipt of its federal award.

Post-Selection

Each applicant whose proposal is approved for funding will be required to enter into an agreement with DHCD for implementation of the funded activity. The Department will make a separate award and execute a separate agreement for each awarded activity per organization. This agreement will include provisions that will ensure compliance with federal and District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the agreement, the successful applicant will meet with DHCD staff to reach consensus on crafting the specific activities that will be undertaken under the agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the detailed work plan, outcome measures, and budget that will become part of each agreement.

Upon execution of the agreement, which is anticipated to be no later than October 1, 2006, the organization will receive the first scheduled fund disbursement.

In accordance with Federal and District requirements, DHCD will conduct evaluations of each awarded organization's use of the CDBG funds. The review objectives will include financial management and accountability, internal control structure, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, each organization will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

All organizations receiving Federal grant funds are subject to the audit requirement outlined in OMB Circular A-133. The Federal audit requirement will apply to any grantee which expends more than \$500,000 in CDBG funds during any one fiscal year. (See **Resources** section below.) All DHCD agreements will require that an audit be conducted of the organization's finances by a CPA firm for each fiscal year of the agreement period. The audit must be conducted after the agreement is closed out for each fiscal year of the agreement period. DHCD will provide some funding for the completion of the audit which is commensurate with the complexity of the audit, and/or which assists in meeting any Federal requirements.

Contact Person

For further information, please contact:

Lamont C. Lee

Community Services Manager

Department of Housing and Community Development

801 North Capitol Street, NE, 6th Floor

Washington, DC 20002

202-442-7161

202-442-7089 (fax)

lamont.lee@dc.gov.

SECTION 5: APPLICATION INSTRUCTIONS

Format

There are four parts to the application package:

- ? Part 1 of the Application Form (See Multiple Submissions below)
- ? Part 2 of the Application Form (See Multiple Submissions below)
- ? Attachments (See Multiple Submissions below)
- ? Electronic version of application on diskette

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dc.gov.org/main.shtm>. While not recommended, the form may be completed by hand. If you would like the form e-mailed to you, send a message with your request to kimmarie.jamison@dc.gov.

Multiple Submissions

Applicants proposing more than one activity, or the same activity in more than one service area, project area, commercial corridor, Hot Spot, etc. must complete Part 2 of the Application Form separately for each activity or area proposed. (Exceptions are noted on the Part 2 Checklist at the front of Part 2 of the Application Form.) There is no limit on the number of Part 2 applications submitted. Part 1 of the Application Form, the Attachments package, and the Part 2 Checklist should be completed only once per application.

Applicants may apply for one or more service area, project area, commercial corridor, Hot Spot, etc. within a particular activity. In this case, the applicant must also submit a separate Part 2 of the application for each service area, project area, commercial corridor, Hot Spot, etc. proposed.

Internet

Applicants who obtained this RFA through the Internet are asked to provide the Residential and Community Services Division with the following:

- ? Name of organization
- ? Key contact
- ? Mailing address
- ? Telephone and fax numbers.

This information is requested so that the applicant can receive updates and/or addenda to the RFA.

Application Form Instructions

The Application Form (Part 1 and Part 2) is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form(s) should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

Margins must be no less than one inch and a minimum font size of 10-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review**

panel will not review applications that do not conform to these requirements. The pages of Part 1 and Part 2 of the Application Form should be attached separately with binder clips and then bound together with an additional binder clip.

Application packages should have:

- ? No binding or covers
- ? No staples
- ? No graphics
- ? No attachments other than those requested

Required Attachments

The following attachments to the completed form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFA Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B)
Two Original Receipts (RFA Attachment C)
Equal Opportunity Certification (RFA Attachment D)
Section 504 Certification Form (RFA Attachment E)
Affirmative Marketing Plan (RFA Attachment F)
Federal tax-exempt status determination letter
Certificate of Good Standing from DCRA (obtained within the past three months)

The Attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the application form with an additional binder clip. Questions related to Attachments [D](#), [E](#), and [F](#) may be directed to Ms. Sonia Gutierrez, Fair Housing Coordinator at (202) 442-7238.

Applicants may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

Pre-Application Conference

The Pre-Application Conference will be held [May 19, 2006](#) from 10:00 a.m. to 12:00 noon at the Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Conference Room, Washington, DC, 20002.

Explanations to Prospective Applicants

Applicants are encouraged to mail, e-mail, or fax their questions to the contact person listed above on or before June 2, 2006. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

For more information about the Department of Housing and Community Development, please visit: <http://www.dhcd.dc.gov.org/main.shtm>

Information regarding federal regulations that apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: <http://www.hud.gov/offices/cpd/communitydevelopment/>.

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; and <http://www.whitehouse.gov/omb/circulars/a122/a122.html>.

Circular A-133, which details federal audit requirements, is available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>.

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

SECTION 6: APPLICATION SUBMISSION

Application Identification

A total of nine (9) applications (Part 1 with attachments, and Part 2 for each activity proposed), and an electronic version of both parts on one diskette, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original.**

Telephonic, telegraphic and facsimile submissions **will not be accepted**.

Application Submission Date and Time

Applications are due no later than 4:00 p.m. on June 15, 2006. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., June 15, 2006** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) copies, plus the original and diskette, **must be** delivered to the following location:

Department of Housing and Community Development
Residential and Community Services Division
801 North Capitol Street, NE
6th Floor
Washington, DC 20002
Attention: Lamont Lee, Community Services Manager

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted**.

*****Late Applications Will Not Be Forwarded To The Review Panel*****

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.